Note

1) Attempt all the questions and part of a question must be attempted continuously at one place.

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3) Missing data, if any, be assumed but must be indicated specifically in the answer.
Question No. 1

From the following data, work out the rate per Kilometer of running of vehicle for Corporation's (PSPCL/PSTCL) works and other than Corporation's work (i.e. private purpose) by indicating Direct and Indirect charges separately.

Assumed life of the Vehicle = 8 Years
Annual Mileage = 30000 kilo meters
Capital Value = 324000/-
Value of Garage = 15000/-

Detail of Annual Direct and Indirect Charges:

- Employee cost = 22500/-
- Repair & Minor replacements = 7500/-
- Mtc. And Repair of Garage = 1500/-
- Fuel & Lubricants = 43500/-

Depreciation - 90% value divided by life
Interest @ 13.5% p.a.
Departmental Charges @ 27.5%
Supervision Charges @ 10.00%

The following is detailed:

- Employee cost:
  - 22500/-
- Repair & Minor replacements:
  - 7500/-
- Mtc. And Repair of Garage:
  - 1500/-
- Fuel & Lubricants:
  - 43500/-

- Depreciation - 90% value divided by life:
- Interest @ 13.5% p.a.
- Departmental Charges @ 27.5%
- Supervision Charges @ 10.00%

- Value of Garage:
  - 15000/-
- Capital Value:
  - 324000/-
- Annual Mileage:
  - 30000 kilo meters
- Assumed life of the Vehicle:
  - 8 years
Question No. 2

a) What are instructions regarding custody of keys of cash chest?

b) What is tender? Explain different kinds of tender.

a) कैसे कैसे कीमती वस्तु घरमण्डल ही संघ में संघर्ष की तुलना में उसकी कौन जगह लांच की गई?

b) टेंडर की जा ते? टेंडर कीमती जंग-जंग विभाग द्वारा लांच की गई?

Question No. 3

a) No work should be carried out until a detailed technical estimate has been sanctioned. Is there any exception to this general rule?

b) How a mistake in Cash Book of Divisional Office is corrected?

c) Name the authorities and their power in respect of following as per Delegation of powers:

i) To sanction expenditure on book binding through local agency.

ii) To sanction expenditure on postage stamp.

a) कौन सी लेख के खर्च निर्देश विभाग उक्त अनुसंधान मंत्री लेख जीते लेखात्मक ब्रह्मण तथा ग्यारह लेख जीते लेखात्मक ब्रह्मण। ब्रह्मण नामात्मक अनुसंधान की गई?

b) जंगल लांच की जंग ब्रह्मण विभाग द्वारा लांच की गई?

c) शिलांकन का अर्थ प्रचार का अनुसार लेख पश्चिम लेख पश्चिम लेख पश्चिम लेख पश्चिम द्वारा लांच की गई?

i) कौन देशी जगती रखता ब्रह्मण ब्रह्मण का जगती रखता ब्रह्मण का जगती रखता ब्रह्मण?

ii) भारत टिकट के बहलने की भंडारण संस्थानी?
Question No. 4

Explain the following:

i) Re-invitation of tender
ii) Works expenditure and work outlay
iii) Imprest and temporary advance
iv) Administrative approval and Technical sanction

Marks (5x4)=20

Question No. 5

a) Give correct nomenclature to the following Account Codes:

i) 75.616
ii) 75.127
iii) 47.309
iv) 75.761

b) Mention chargeable account codes in respect of the following:

i) Provision for liability for expenses
ii) Stale cheques
iii) Loss on sale of Fixed Assets- Vehicles
iv) Travelling Expenses

Marks (3x4=12)+(2x4=8)=20
Note

1) Attempt all the questions and part of a question must be attempted continuously at one place.

2) Rough work should be done on the space provided for in the answer sheet at Page-2.

3) Missing data, if any, be assumed but must be indicated specifically in the answer.
Q.1 Define the following:
   a) Compensatory allowance
   b) Lien
   c) Presumptive pay of post
   d) Public conveyance
   e) Duty point

 пу: 1) तेह लिखिता है पत्रिकित बताते:
      ए) मुख्योन्नति है।
      ब) उंच (लिखित)
      ग) मंडलहित/निर्मलहित अपूर्ण है उल्लम्ब
      ह) सहजता वर्तमान
      ज) डिप्टी प्रभारित

5x4=20 तक्षण

Q.2. a) Write the provision for the admissibility of TA to the Legal Survivors who are invited to receive pension/family pension payment order after the death of the Corporation employee.

 пу: 2.ए) जनपदेतिहास वक्तव्यक्ति ही मेंट दे वमाण पैमान /हेमली पैमान लेंगे। नाटक यूनिट लड़ करी सरकार भीग्दार है भिलेंद्र शेख दे तुर्त प्रकार घरे लिखे?

Q.2. b) Write about the leave admissible to apprentices.

 пу: 2.ब)अभिमेत्तमी है भिलेंद्र शेख स्टाफ घरे लिखे?

Q.2. c) An employee who retired from PSPCL on 31-03-2015. His date of birth is 1-03-1957 and he joined PSEB (now PSPCL) on 19 Dec.1993. His basic pay at the time of retirement was 22500. Calculate the amount of gratuity and pension admissible to him.

 пу: 2.व) एक लेखक वर्तमान ती है वी.ओम.डी.एम. डे 31-3-2015 है स्वास्थ वेधिता है। 1-03-1957 है जन्म दे वी.ओम.डी.एम. (इतिहास वी.ओम.डी.एम. दे) 19 दिसंबर 1993 है स्वास्थ वी.ओम.डी.एम. वी.ओम.डी.एम. डे
Q.3.A) An employee working in PSPCL on deputation from Pb. Govt. Irrigation Branch was found duty of negligence on duty. Disciplinary proceeding was initiated against him and CE passed an order of withholding Two increments with future effect. Whether CE is right in doing so? Support your answer by quoting reference of proper regulation.

Q.3.b) Answer the following based on National Pension system (NPS):
   i) When the opening of Tier -I and Tier-II account under NPS is compulsory for officers/employees appointed in PSPCL?
   ii) What is the minimum amount of contribution for PSPCL officer/employees under Tier-1 and Tier-11 account per year?
   iii) When an employee can withdraw from Tier-I account and under what circumstances?
   iv) What is the limit of number of withdrawals and percentage of amount of withdrawals from Tier II account of NPS?
   v) What is the maximum percentage of amount that can be withdrawn after the age of 60 years.

Q.3.c) आपने पूछा कि प्रमुख अधिकारी के आवास व उच्च शिक्षा का हुआ था?
   i) गृह.मंत्री.मी.मंत्री.विद्या विद्युत की गई यूनिभर वित्तीय आधार शाखा उपनगरीय संयोजन तथा आधार विभाग के लिए?
   ii) गृह.मंत्री.मी.मंत्री.विद्या विद्युत की शाखा यूनिभर वित्तीय आधार शाखा उपनगरीय संयोजन तथा आधार विभाग के लिए?
   iii) विद्युत आधार विभाग तथा आधार विभाग के लिए?
   iv) NPS ने तारीख-III रिपोर्ट अभी उच्च शिक्षा विभाग के लिए?
Q. 4.a) A Sr. Xen of PSPCL has purchased a split AC for household purchase for Rs.44000/- in May 2014 and LED TV for Rs.65000/- in Nov. 2014. He also purchased a plot of land for Rs.50 Lacs in the name of his wife in Jan. 2015 who is also employed and having individual income. He has not reported about this to prescribed authority. Whether he is right in doing so? Support your answer by quoting reference of proper regulation.

Q. 4.b) Comments on the following:

i) nomination of GPF made by Mohammed a subscriber in favour of adopted daughter.

ii) When the interest will be allowed on GPF credit, in case subscriber is reported missing.

iii) An officer/employee has claimed half of the daily allowance when he is on official training tour in Bangalore, where boarding and lodging is provided free.

iv) Employee posted in Patiala is on earned leave for 155 days staying at home town in Pathankot. He is recalled from leave after 125 days and posted to Bathinda. He claimed TA from Pathankot to Bathinda. Concerned officer rejected the claim from Pathankot to Bathinda and asked him to submit his TA claim from Patiala.

v) An employee, who is eligible to travel on Rajdhani express 2nd class on availing the facility of LTC travelled through Indian Air Lines but while claiming the TA, restrict it to the fare of 2nd class Rajdhani Express.
Q. 5.a) How the payment of pay can be made and leave be granted to an employee, who met with an accident while performing his official duty and gone into coma?

Q. 5.b) Whether any leave can be granted to a PSPCL employee under suspension? Discuss with rules?

Q. 5.4) चोरी वा चमाच में लस्मुद्ध वा लूट देखने के विषय में कौन से चर्चा करेगा और कौन से कदम उठाएगा जो लामे के लिए?

10+10=20
Note

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2) Rough work should be done on the space provided for in the answer sheet at Page-2.

3) Missing data, if any, be assumed but must be indicated specifically in the answer.
Q no 1. Define followings as per Workmen’s Compensation Act 1923
(a) Employee
(b) Wages
(c) Partial Disablement
(d) Total Disablement
(e) Managing Agent

पृष्ठ से: 1 वेट लिखिता से हिंदी में वर्कमन का सुरक्षा अधिनियम 1923 निर्देशधर्म

(छ) लोगों (Employee)
(अ) मांग (wages)
(ड) अस्तित्व अनुशासन
(ढ) पूर्व अधिकार
(ज) नैतिक धर्म

4X5=20

Q no 2. (a) Explain procedure to be adopted in deciding appeal as per RTI Act 2005 10

(b) Define followings as per RTI Act
1. Information
2. Records

पृष्ठ से: 2 हिंदी में वर्कमन का सुरक्षा अधिनियम 2003 निर्देशधर्म से हेल्थ व्यक्ति की नैतिक अनुशासन

(छ) वेट लिखिता से आई.टी.आई. अधिनियम 2003 का निर्देशधर्म तथा तत्कालीन व्यक्ति की नैतिक अनुशासन

10

(अ) वेट लिखिता से आई.टी.आई. अधिनियम 2003 का निर्देशधर्म तथा तत्कालीन व्यक्ति की नैतिक अनुशासन
1) नैतिक अनुशासन
2) नैतिक अनुशासन

5X2=10
Q no 3. State duties of distribution Licensees and open Access as per Electricity Act 2003

Q no 4. State the conditions for grant of Refundable advance as per PSPCL P.F. Regulations 2010.

Q no 5. (a) Define followings as per Air (Prevention and control of Pollution) Act 1981
1. Board
2. Central Board
3. Industrial Plant
4. Control Equipment
5. Occupier

(b) State Penalty for companies for contravention of provisions of Air (Prevention And control of Pollution) Act.
Note

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2) Rough work should be done on the space provided for in the answer sheet at Page-2.

3) Missing data, if any, be assumed but must be indicated specifically in the answer.
Q.1 Write précis of the following paragraph of about one third of the original passage and give suitable title:

a) It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is something better than money.

A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay—very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen. The clergyman’s object is essentially baptize and preach not to be paid for preaching. So of doctors. They like fees no doubt—ought to like them; yet if they are brave and well-educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second—very important always; but still second.
b) Give a suitable title to the Paragraph. 

Marks: 10

 Marks: 2

c) The word 'preach' in the passage means 

i) to study 

ii) to give earnest advice, as on religious or moral subjects or the like. 

iii) to win battles 

d) The word 'baptize' in the passage means 

i) to understand 

ii) to immerse in water or sprinkle or pour water 

iii) to take oath 

e) The word 'intellectual' in the passage means 

i) a foolish person 

ii) a person working in army 

iii) a person of superior mind 

Marks: 1 x 3=3 

Q.2 a) Fill in the blanks in the following sentences with appropriate prepositions: 

i) It's dangerous to run ..................... the road. 

ii) They are walking ...................... the street. 

iii) He fell ...................... the horse. 

Marks: 1 x 3=3 

b) Give the meaning of following idioms/ phrases.: 

i) a hot potato 

ii) add insult to injury 

iii) back to the drawing board 

iv) beating around the bush 

Marks: 1 x 3=3 

c) Change the voice: 

i) Harry ate six shrimp at dinner 

 Marks: 1 x 3=3
ii) Beautiful giraffes roam the savannah.
iii) The staff is required to watch a safety video every year. Marks: 1 x 3 = 3

d) Change the narration:
   i) She said, "Alas, I have lost all of my ornaments."
   ii) John said, "It is enough, My mother is ill, i will go to see her.
   iii) She said to me, "you are a good boy." Marks: 1 x 3 = 3

Q.3 a) Answer the following questions:

i) Differentiate between file & folder ? Marks: 1x 2 = 2
   ii) Roshan has prepared his 3 months project report in MS-Word. He wants to add the company name at center of the top side & Page no. on bottom left of each page of file. How will he do it? Marks: 1x 2 = 2
   iii) Differentiate between input and output devices. List out some examples also. Marks: 1x 2 = 2
   iv) Write a note on control panel and its functions. Marks: 1x 4 = 4

b) What is the function of following shortcuts
   - Ctrl + C and Ctrl + V
   - Ctrl + A
   - Ctrl + I
   - Ctrl + P
   - Ctrl + Shift + F
   Marks: 1x5 = 5

c) There are 15 consumers in a village out of 40 who have defaulting amount standing in their account.
   i) List steps to prepare an excel sheet showing the total no of consumers i.e. Sr.No., Consumer ID, Deposited Amount, Amount outstanding, in the excel chart. Marks: 1x3 = 3
   ii) List steps to calculate the total deposited and total outstanding amount of the village. Marks: 1x3 = 3
   iii) List steps to prepare a bar chart showing the comparison of amount deposited and outstanding amount. Take proper example & draw the chart & graph on your answer book. Marks: 1x4 = 4
d) Convert the following:

i) \( (23A6)_{16} \) into Decimal Number  
ii) \( 1110011001010011 \) into Hexadecimal  
iii) Decimal Equivalent of \( (33465)_{8} \)  
iv) Binary Equivalent of Hexadecimal number \( B230E.412 \)  
v) Octal Equivalent of HEX Number \( CBA.BC23 \)

Marks: 2×5=10

f) Write a note on basic functions of Windows  

Marks: 1×8=8

d) Answer the following questions:

i) What is octal & Hexadecimal number system. Give Example.  
ii) Differentiate between Software and Hardware  
iii) Differentiate between Application Software and System Software. 
iv) What is Hyperlink as used in MS-WORD or MS-EXCEL. Explain with example.

Marks: 2.5×4=10

Q.4 a) Write a DO letter from SE/P&M Patiala to all Additional SE/Senior XEN's under P&M Patiala Circle (Assume 5 Nos. Officers) indicating non compilation of grid losses  

Marks: 1×4=4

b) Prepare a Show Cause Notice to be served to an SDO/DS (Assume Name, Code No. and Subdivision) from XEN/DS, for not restructing/reengineering the lengthy feeders of his sub division.  

Marks: 1×4=4

c) Prepare a memorandum to be put up before the WTDs for giving two advance increments to an Sr. Xen/DS (assume Name and division); for reducing energy losses of Distribution system of his area indicating yearly financial liabilities
Q.5 What are the powers to Whole Time Directors in case of
(a) Open Tender 
   1X1 = 1
(b) Limited tender 
   1X1 = 1
© Single tender 
   1X1 = 1
(d) Up to What additional quantity can be allowed by WTD of the NIT in emergency cases. 
   1X2 = 2